

REQUEST FOR ALTERNATIVE WORK SCHEDULE (AWS)

For use of this form, see USMEPCOM Reg 690-13

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INSTRUCTIONS: Before the beginning of each pay period, employee will complete sections I and III. Section III will not be signed or dated until the end of the pay period identified in section I. The supervisor will complete section II and return the form to the employee.

SECTION I - PROPOSED SCHEDULE

1. To:

2. From:

3. Proposed biweekly AWS for pay period beginning _____ is on the reverse side of this form.

4. My lunch time will be (exact time) _____ (), or flexible ().

5. Request _____ (insert number of hours) credit hours be worked on _____.

6. Request _____ (insert number of hours) credit hours to be used on _____.

7. I have a balance of _____ (insert number of hours) credit hours from a preceding pay period.

8. Employee's signature:

9. Date:

SECTION II - APPROVAL

10. To:

11. From:

12. Approved () Disapproved () (If disapproved, give reasons below.)

13. Remarks:

14. Supervisor's signature:

15. Date:

